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OFFICE OF TRAINING REGULATION NO. 00-4

13 August 1952

SUBJECT: OFFICE OF TRAINING CAREER SERVICE BOARD

1. POLICY

Effective 13 June 1952, the Director of Central Intelligence approved an Agency-wide Career Service Program intended to identify, develop, effectively use, and reward individuals who have the skills required by CIA; motivate them toward rendering maximum service to the Agency; and eliminate from the service, in an equitable manner, those who in spite of the Program fail to perform as effective members of the organization.

The Agency-wide Career Service Program will be administered by the CIA Career Service Board which will be responsible for developing policy governing the Program subject to approval by the DCI. The Agency-wide Program provides that each Office establish a Career Service Board to assist in the operation of the Program by performing certain functions subject to approval of the Office Head.

2. ORGANIZATION

Pursuant to the provisions of the CIA Career Service Program, there is hereby established the Office of Training Career Service Board which shall consist of the following members:

Chairman	-	Director of Training (ex officio)
Member	-	Deputy Director of Training (General)
Member	-	Chief, Plans and Policy Staff (TRG)
Member	-	Deputy Director of Training (Special)
Member	-	Asst. Deputy Director of Training (Special)
Member	-	Chief, Support Staff
Secretary	-	Assistant to the Director of Training (non-voting)

Should any of the positions comprising the membership of the Board be vacant, the D/TR will designate a temporary member of the Board for the period of such vacancy. Four voting members will constitute a quorum. Meetings of the Board will be held on the first work day of each month and at such other times as the Chairman may determine.

The Secretary will provide staff support for the Board including preparation of agenda for regular and called meetings, coordination of activities of this Board with the CIA Career Service Board and with the Boards of the several offices and preparation and maintenance of minutes and other records of Board actions.

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OFFICE OF TRAINING REGULATION NO. 20-5

15 August 1958

3. MISSION

The Office of Training Career Service Board is responsible to the Director of Training for the operation of the Career Service Program within OTR and for collaboration with other Office Boards on inter-Office Career Service problems.

As enumerated in the Career Service Program, general responsibilities of the Office of Training Career Service Board are to:

a. Serve as advisor to the D/TR on all matters pertaining to the Career Service Program.

b. Direct within the OTR the application and functioning of the Career Service Program, including but not limited to the following:

(1) Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.

(2) Sponsoring, developing, and executing the Career Service Program of the OTR, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.

(3) Reviewing Personnel Evaluation Reports and proposed development plans for individuals in terms of training, assignment, advancement, rotation, and promotion.

(omit) (4) Recommending cancellation or continuance of career development actions.

(omit) (5) Participating in the development and execution of approved extra-Office rotation systems.

(6) Submitting to the Sponsoring Office a semi-annual Personnel Evaluation Report on each rotation appointee from another Office.

(omit) (7) Ensuring that the rotation appointees detailed by the OTR to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by the OTR are productive and their assignments commensurate with the purpose of the appointments.

(omit) (8) Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps."

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Security Information

OFFICE OF TRAINING REGULATION NO. 20-3

13 August 1958

Unit
(9) Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.

Review
c. Supervise such subordinate Boards and Committees as may be established from time to time for handling specialized functions, assigning to them Office personnel as necessary.

4. FUNCTIONS

Unit
The OTR Career Service Board shall:

a. Review and recommend final action regarding plans proposed for the development of individuals including, but not limited to:

(1) Annual, special and reassignment Personnel Evaluation Reports

(2) Initial Evaluation Reports on all new employees prior to completion of the trial period

(3) Appointments, assignments, transfers, promotions and resignations of heads of organizational components of OTR

(4) All appointments and promotions

(5) Intra-Office transfers and reassignments

(6) All extra-Agency training

(7) All rotation-training assignments outside OTR

b. Perform such other functions and duties as may be required by the DTR.


MATTHEW BAIRD
Director of Training

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